



Job Description

Position Title: Greens Keeper

☐ Exempt

Reports To: Golf Course Superintendent

☒ Non-Exempt

HR Review: _____

Date: _____

Employee Review: _____

Date: _____

PRIMARY PURPOSE

To maintain Golf Course and surrounding environment in a clean, safe, and presentable manner consistent with Golf Course Department goals.

ESSENTIAL RESPONSIBILITIES AND RESULTS

- Operate tractors, backhoes, weeders, sprayers, mowers, edgers, chain saws and other tools in the performance of Golf Course maintenance tasks.
- Water, mow, trim, clean and fertilize assigned areas.
- Edge cart paths and other designated areas of golf course.
- Rake and blow away leaves in assigned areas.
- Dispose of debris in assigned areas.
- Prune, saw and cut trees and shrubs in assigned areas.
- Dig ditches in assigned areas.
- Prepare and grade terrain.
- Haul and spread topsoil.
- Dig holes for plants and trees.
- Paint golf course structures.
- Aerify golf course turf.
- Over seed golf course.
- Perform other related duties as requested by supervisor.

AMOUNT OF SUPERVISION RECEIVED

This position receives frequent to constant supervision and instructions from the supervisor. Work is reviewed frequently by supervisor or designated lead.

INTERACTION WITH OTHERS

This position interacts both daily and frequently each day with golf course maintenance personnel. This position interacts occasionally with golf course users.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

PHYSICAL DEMANDS

This position requires good physical strength and stamina in order to move heavy rocks and branches, and pound stakes. This position requires frequent to constant walking, bending, stretching, stooping, pulling, pushing, kneeling, sitting, and reaching with hands and arms. It requires occasional

to frequent talking, hearing, use of hands and fingers, climbing, balancing, stooping, kneeling, and crouching. Incumbents must be able to use heavy equipment such as tractors, mowers, edgers and weeders and be able to occasionally lift and carry up to 50 pounds. Good distance, color and peripheral vision and good depth perception are required.

WORK ENVIRONMENT

The position works primarily outdoors on smooth and rough terrain and in frequently wet, windy, cold, or hot weather conditions. This position is frequently exposed to equipment with moving mechanical parts and is frequently exposed to fumes, airborne particles, toxic or caustic chemicals, and the risk of electrical shock. Position may encounter snakes, insects, and wildlife on an occasional basis. A moderate to loud noise level is typical for the work environment of this job.

USE OF DISCRETION AND INDEPENDENT JUDGMENT

This position is responsible for using sound judgment in the case of emergency or non-emergency issues while the manager is absent. Discretion to be used daily.

EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS

This position represents the company daily and must portray a professional appearance and demeanor.

QUALIFICATIONS REQUIRED

- Education: No educational requirements.
- Experience: At least 6 months of experience in landscape or golf course maintenance.
- Communication skills: Ability to understand verbal instructions in English is preferred.
- Mathematical skills: No special math skills required.
- Computer skills: No computer skills required.
- Reasoning ability and other skills: Requires common sense and safety awareness when working with equipment and when using paints and chemicals.
- Certificates, licenses: A valid California driver's license is preferred.

Distribution Upon Completion

Original: Human Resources
Copy: Manager
Copy: Employee